

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 26, 1978

ALL-COUNTY LETTER NO. 78-28

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: FISCAL CLAIMING AND TIME STUDY INSTRUCTIONS FOR COMMUNITY CARE
LICENSING

REFERENCE:

This is to provide fiscal claiming and time study instructions for counties who will contract with this department to license community care facilities during FY 78/79.

First, state-fundable licensing activities now include those licensing activities previously charged to Title XX Other Social Services. Counties should refer to Attachment 1 of their FY 78/79 licensing contract for definitions of allowable licensing activities. Although this attachment does not specify whether these activities should be performed by clerical or social casework staff, activities previously performed by your clerical staff should continue to be performed by these staff to ensure that sufficient funding is available for your licensing program. It should be noted that this list of licensing activities specifically excludes those activities directed at placing individuals in facilities.

Effective August 1, 1978, licensing clerks will no longer time study as case-work staff; rather, clerical costs will be allocated like other support costs. Additionally, all social service worker licensing time, including both non-service and that licensing time previously charged to Title XX Other Social Services, will be charged only to Line P of the DFA 46, Social Services Worker Time Study. As in the past, time spent on placement activities should be charged to the appropriate social services program and not to licensing. No licensing time is to be recorded on the DFA 323, Eligibility and Nonservice Worker Time Study.

Licensing time recorded on the DFA 46 should be summarized and an allocation ratio should be developed for the licensing program on Line P of the DFA 47. This ratio should be used to allocate costs to licensing on Line P of the DFA 327.1, Social Services Program Distribution.

GEN 654 (2/75)

Total licensing costs, DFA 327.1, Line P, Column 8, should be transferred to, and recorded on, the DFA 327.6A, Line K, Columns 2, 3, and 5. Finally, this cost should be summarized on the DFA 327.8, Total Expenditures Fund Distribution Report. As such, no costs should be recorded on the DFA 327.7 and footnote 8 of the DFA 327.8 should be disregarded.

Should you have any questions concerning these instructions, please contact the County Fiscal Administration Bureau at 916/445-7046.

Sincerely,



R. E. REICH
Deputy Director

cc: CWDA